

## **Indianapolis Metropolitan Planning Organization**

Request for Proposals No. #1

[01/15/2008] Posting Date

### **Request for Proposals Notification**

**Project Location:** Boone, Hamilton, Hancock, Hendricks, Johnson, Madison, Marion, Morgan, and Shelby Counties

**Response Due Date and Time:** **Friday, February 15<sup>th</sup>, 2008 at 3:00 P.M., EDT**

This Request for Proposals (RFP) is official notification of needed professional services. This RFP is being issued to solicit a letter of Interest (LoI) and other documents from firms qualified to perform engineering work on federal aid projects. A submittal does not guarantee that the firm will be contracted to perform any services but only serves notice that that firm desires to be considered.

#### **Questions:**

Questions concerning this RFP will be entertained on or before **Friday February 8th, at 2:00 P.M.** (See contact information below). Indianapolis MPO responses to questions will be posted on the Indianapolis MPO website at:

<http://www.indympo.org/Admin/rfp.htm>

We will attempt to post our responses within two (2) business days of receipt. Only the question itself will be posted: we will not post any information identifying either the name or the firm of the person asking the question. The Indianapolis MPO reserves the right to determine which, if any, questions/responses will be posted.

#### **Late Proposals, Modification of Proposals and Withdrawal of Proposals:**

Any proposal received at the office designated in this RFP after the exact time specified for receipt will not be considered and will be returned, unopened, to the sender, unless it is the only proposal received.

Any modification of a proposal is subject to the same conditions as above. Acceptable reasons of submitting updated information after the deadline include items which do not materially affect the project or which are unavoidable, such as address or staff changes. Staff reserves the right to unilaterally define changes as being material or non-material.

Proposals may be withdrawn by written, email, or telegraphic notice received at any time prior to award.

**Contact for Questions:** Andrew Swenson, Principal Planner  
Indianapolis Metropolitan Planning Organization  
200 East Washington St, Suite 1821  
Indianapolis, IN 46204  
317-327-5132 or [aswenson@indygov.org](mailto:aswenson@indygov.org)

**Submittal requirements:**

1. Letter of Interest (required content and instructions follow)
2. One (1) signed Affirmative Action Certification and associated required documents for all items with Disadvantaged Business Enterprise (DBE) goals (sample form follows).

**Submit To:** Andrew Swenson, Principal Planner  
Indianapolis Metropolitan Planning Organization  
200 East Washington St, Suite 1821  
Indianapolis, IN 46204

**Selection Procedures:**

Consultants will be selected for work items further described herein, based on the evaluation of the Letter of Interest (LoI) and other required documents. A sample of the Consultant Selection Rating Form that will be used to evaluate and score the submittals is included as **Form 1** for your reference.

In accordance with the INDOT Alternative Architectural and Engineering Firm Selection Process for Local Public Agencies (Option 2, Table 2, Page 11), a firm may be eligible for selection even if they are not pre-qualified by INDOT. Once a firm is selected, however, they must meet INDOT's General Prequalification Standards before a contract is executed. These standards include the submittal of a prequalification financial package that establishes an approved overhead rate and a verification of the firm's ability to provide an auditable accounting system appropriate to the mechanism to be used.

The final recommendations for selection to the Indianapolis MPO may be made based upon applicant interviews. If interviews are held, those firms chosen will be contacted to schedule an interview with the Indianapolis Metropolitan Planning Organization and the project management team.

**Expected Consultant Qualifications:**General

The proposing consulting firm should have direct experience and involvement in developing household travel surveys in large metropolitan areas (i.e., metropolitan areas with a population of one million persons or more). The consulting firm will be expected to have an understanding of the impact of the FTA “New Starts” rating criteria on sampling design and data requirements of this survey.

Requirements

The consulting firm or its subcontractor shall have transportation planning and travel demand forecasting professional staff. Accreditation as a member of the American Institute of Certified Planners is suggested as a standard level for management of systems planning studies.

In addition, the following experience requirements must be documented:

1. Four (4) years experience in the field of transportation planning; or
2. Direct experience developing the analysis for two household travel surveys in large metropolitan areas.

Submittal Requirements

Resumes for individuals documenting compliance with one or more of the above experience requirements. Provide specific projects and relevant experience in those projects where applicable.

**Requirements for Letters of Interest (LoI)****A. General instructions for Preparing and Submitting a Letter of Interest (LoI)**

1. Provide the information as set out in Item B below, in the same order listed, signed by an officer of the firm. Scanned signed documents or electronically applied signatures are both acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. LoI's shall be limited to a total of forty (40) 8 ½" x 11" pages. Ten(10) pages for Identification and Qualification and Thirty (30) pages for the combined Key staff and Project Approach unless otherwise noted in the Project Description. Comb or spiral binders are preferred.
3. LoI's must be received not later than "Response Due Date and Time" as shown in the RFP header shown above. Responses received after this deadline may not be considered. Submittals must include all required attachments to be considered for selection.

**B. Letter of Interest Content****1. Identification and Qualifications**

- a. Provide the firm name, address of the responsible office from which the work will be performed and the name and email address of the contact person authorized to negotiate for the associated work.
- b. List all proposed sub consultants, their DBE status, and the percentage of work to be performed by the lead consultant and each sub consultant (sample Affirmative Action Certification follows). A listing of certified DBE's eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the Indiana Department of Transportation's (INDOT) website. ([http://www.in.gov/dot/div/legal/DBE/dbe\\_list.xls](http://www.in.gov/dot/div/legal/DBE/dbe_list.xls)).
- c. Provide personnel resumes and such additional information concerning qualifications as may be relevant to the project.

**2. Key staff and Project approach**

- a. List the Project Manager and other key staff members, including key sub consultant staff and include the percent of time the project manager will be committed for the contract, if selected. Include

project engineers for important disciplines and staff members that will be responsible for the work.

Address the experience of the key staff members on similar projects and the staff qualifications relative to the required item qualifications.

- b. Describe the capacity of your staff and their ability to perform the work in a timely manner relative to present workload and the availability of the assigned staff.
- c. Provide a description of your Project Approach relative to the advertised services. For project specific items confirm that the firm has visited the project site. For all items address your firm's technical understanding of the project or services, as related to your firm's qualifications.

### **Requirements for Affirmative Action Certification**

A completed Affirmative Action Certification form (**Form 2**) is required for all items that identify a DBE goal. The consultant must identify the DBE firms with which it intends to subcontract. Include the contract participation percentage of each DBE and list what the DBE will be subcontracted to perform on the Affirmative Action Certification Form.

**Copies of DBE certifications, as issued by INDOT, for each firm listed are to be included as additional pages after the form.** If the consultant does not meet the DBE goal, the consultant must provide documentations on additional pages that it has made good faith efforts to achieve the DBE goal. Please review the DBE program based on any goals set and complete the DBE Affirmative Action Certification form as applicable.

What constitutes good faith efforts is explained in detail within the DBE program information referred to above. If no goal is set then no Affirmative Action Certification form is required. Indiana Department of Transportation's (INDOT) DBE Program Information is available at the Indiana Department of Transportation's website.

A listing of certified DBE's eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the Indiana Department of Transportation's (INDOT) website. ([http://www.in.gov/dot/div/legal/DBE/dbe\\_list.xls](http://www.in.gov/dot/div/legal/DBE/dbe_list.xls))

**DBE subcontracting goals apply to all prime submitting consultants, regardless of the prime's status of DBE.**

## Form 1: Sample Consultant Selection Rating Form

Selection Rating for RFP No. _____		Des# _____			
Consultant Name: _____		Services Description: _____			
Evaluation Criteria to be Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Past Performance	<b>Performance evaluation score averages from historical performance data</b>				
	Quality score of similar work from performance database				
	Schedule score from performance database				
	Responsiveness score from performance database				
Project Manager	<b>Predicted ability to manage the project, based on: experience in size, complexity, type, sub consultants, and documentation skills</b>				
	Demonstrated outstanding experience in projects of similar type and complexity	2			
	Demonstrated high level of experience in projects of similar type and complexity	1			
	Quality of resume	0			
	Experience in projects of different types and complexity	-1			
	Insufficient Corporate or individual experience	-3			
Approach to the Project	<b>Project understanding and innovation that provides cost and/or time savings</b>				
	High level of understanding and viable innovative ideas proposed	2			
	High level of understanding of the project	1			
	Basic understanding of the project	0			
	Lack of project understanding	-3			
Capacity of Project Team to do the work	<b>Evaluation of the ability of the proposed team's personnel and other resources to perform the project on time</b>				
	Availability of more than adequate capacity that results in added value	1			
	Adequate capacity to meet schedule	0			
	Insufficient capacity to meet the schedule	-1			
Team's Documented Qualifications	<b>Technical Expertise: Unique resources that yield a relevant added value or efficiency to the deliverable</b>				
	Demonstrated outstanding expertise and resources identified from required services for value-added benefit	2			
	Demonstrated high level of expertise and resources identified from required services for value-added benefit	1			
	Expertise and resources at the appropriate level	0			
	Insufficient expertise and/or resources	-3			
Location	<b>Location of assigned staff office relative to project</b>				
	Within 50 miles	1			
	51-150 miles	0			
	151-500 miles	-1			
	Greater than 500 miles	-2			
<b>Weighted Sub-Total:</b>					

The scores assigned above represent my best judgement of the consultant's abilities for each rating category.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Request for Proposals No. \_\_\_\_\_  
Item No. \_\_\_\_\_

**AFFIRMATIVE ACTION CERTIFICATION**

I do hereby certify that it is the intention of my company to affirmatively seek out and consider DBEs certified in the State of Indiana, to participate as part of this proposal. (For listing of DBE certified firms, see [www.in.gov/dot/div/legal/DBE/dbe\\_list.xls](http://www.in.gov/dot/div/legal/DBE/dbe_list.xls).)

I understand and agree that all subconsulting in connection with this proposal, whether undertaken prior to or subsequent to the notice to proceed, shall be in accordance with the requirements for the Disadvantaged Business Enterprise Program, included elsewhere in this RFP. I understand and agree that no subcontracting shall be approved or commenced until the Department of Transportation has reviewed and approved the affirmative actions taken by my company or me.

I understand that utilization of certified DBEs is in addition to all other equal employment requirements of this RFP.

I acknowledge that this certification is to be made an integral part of this proposal.

I understand and agree that the submission of a blank certification may cause the proposal to be rejected.

I hereby certify that contact has been made with the certified DBEs listed in this certification, and that, if my company becomes the CONSULTANT, the certified DBEs have tentatively agreed to perform the services listed below.

I understand that neither my company nor I will be penalized for amounts achieved over or under the amount shown for **voluntary** DBE utilization that exceeds the goal.

After contract award, any change to the firms listed in this Affirmative Action Certification under race/gender conscious must have prior approval by INDOT's Economic Opportunity Section, Central Office.

**SUBCONSULTANTS**

**DBE SUBCONSULTANTS TO BE APPLIED TOWARD GOAL (RACE/GENDER CONSCIOUS)**

<u>Certified DBE Name &amp; Address</u>	<u>Service Planned</u>	<u>Planned percentage to be paid to DBE</u>
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**DBE SUBCONSULTANTS TO BE USED BEYOND GOAL (RACE/GENDER CONSCIOUS)**

<u>Certified DBE Name &amp; Address</u>	<u>Service Planned</u>	<u>Planned percentage to be paid to DBE</u>
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Total Percentage Credited toward DBE Goal (Race/Gender Conscious): \_\_\_\_\_

Total Percentage of Voluntary DBE Work Anticipated over DBE Goal (Race/Gender Neutral): \_\_\_\_\_

Name of Company: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

**Work item details:**

**Local Agency:** IMPO - The Transportation Planning Section of the Indianapolis Department of Metropolitan Development, Division of Planning, City of Indianapolis acting as staff to the Indianapolis Metropolitan Planning Organization.

**Project Location:** Boone, Hamilton, Hancock, Hendricks, Johnson, Madison, Marion, Morgan, and Shelby Counties

**INDOT District covering project:** Greenfield District

**INDOT Des#:** 0710908

**Project Phases Included:** Preliminary Engineering

**Brief Project Description:** A Regional Household Travel Survey to support travel model calibration required for New Starts Rapid Transit application by the Indianapolis MPO.

**Estimated Contractual Amount:** See Funding Below

**Funding:** STP funds \$720,000  
Local funds \$180,000

**Term of Contract:** March 15th, 2008 to December 31, 2008 (start and stop date)

**DBE goal:** [0] %

**Required Prequalification Categories:**

## General Pre-Qualification

1. Submitting firms must have an accounting system that will support a Federal Acquisition Regulation overhead audit.
2. Selected firm will be required to submit an INDOT prequalification financial package and obtain financial package approval prior to contract negotiations.

**Detailed Project Description:** Attached



# **REQUEST FOR PROPOSALS**

## **2008 Regional Household Travel Survey**

### **Detailed Project Description**

Indianapolis Metropolitan Planning Organization  
Date Issued: January 15, 2008

#### **Introduction**

The Transportation Planning Section of the Indianapolis Department of Metropolitan Development Division of Planning, as staff to the Indianapolis Metropolitan Planning Organization (herein referred to as the IMPO) is requesting written proposals from qualified firms to perform a regional household travel survey in the Indianapolis metropolitan area to be conducted during 2008.

The geographic scope of the proposed travel survey will encompass the land area of nine counties in Central Indiana (Boone, Hamilton, Hancock, Hendricks, Johnson, Madison, Marion, Morgan, and Shelby). This region is the home of approximately 1.7M inhabitants and covers over 3,500 square miles. The entire Indianapolis Metropolitan Study Area (See Attachment A) is included as are all or portions of the jurisdictions of the three regional MPO's – Anderson, Columbus, and Indianapolis. While it is desirable that survey results be categorized by appropriate MPO, it is not expected that statistical significance be achieved for each MPO area.

This is the first full-scale household travel survey to be done in Indianapolis since the fall of 1964. The primary justification of this new effort is the IMPO's anticipated submittal of a Federal Transit Administration's New Starts rapid transit application scheduled for December of 2008. A regional household travel survey is needed to adequately calibrate the travel-demand models required to support that application.

In addition to the IMPO's New Starts application requirements, other changes in federal transportation planning since 1964 have generated a need for changes in travel demand modeling and in the household survey data required to support those changes. The following changes in transportation planning have generated a need for updated household travel data:

- Clean Air Act requirements, including regional air quality conformity and "hot spot analysis";
- An increasing reliance anticipated on Travel Demand Management (TDM) and Travel Systems Management (TSM) strategies; and,
- Other Federal planning needs including safety and security, and economic development.
- The relationship between land use planning and regulation and transportation has become increasingly linked in the evaluation of community travel demand.

- Inter-model transfer points have become increasingly important to the modeling process.

### **Desired output**

The IMPO uses a traditional four-step modeling process. The IMPO Regional Travel Demand Model currently includes approximately 1500 transportation analysis zones (TAZs). In 2006-07, the MPO converted its model from a TranPlan-TransCAD hybrid model to a TransCAD-only model. Travel survey results should be provided in formats compatible with TransCAD.

In order to calibrate the model, the survey must, at a minimum, be designed to provide the statistically valid data necessary to calculate the following model inputs:

- Person trip production and trip attraction rates by trip purpose;
- Time of day factors;
- Trip length frequency distribution;
- Auto occupancies;
- Auto ownership; and
- Vehicle use.

Documentation for the model is available upon request.

In addition to the data required for our existing model calibration, the Indianapolis MPO is interested in gathering other travel data as a part of the survey which would enable us to improve and extend our modeling capabilities. Some of the developments in modeling practice we will be attempting over the next few years will include but not be limited to:

- Improvements to our traditional, TransCAD model.
- Adoption of meso-simulation and micro-simulation: estimate changes in traveler behavior and resultant system performance due to mobility/congestion levels, roadway incidents, construction, and roadway and facility design.
- Car utilization: car ownership/acquisition/disposition models and driver utilization models as affected by mobility/congestion, road and fuel pricing, acquisition and maintenance costs, and alternate mode availability.
- Model walk and bicycle trips: respond to the need to consider substitution of non-motorized modes for motorized ones in response to changes in household situation (e.g., socio-demographic, economic, pedestrian environment/design, provision of bicycling facilities, heterogeneity of land use, etc.).
- Trip chaining: respond to the need to explicitly estimate travel in linked trip chains, and identify the factors that affect this phenomenon.
- Activity modeling: respond to the need to explicitly structure household activity within a 24-hour time period, including maintenance activities.
- Time-of-day models: estimating differences in traveler behavior during different time frames within a 24-hour period.

**Proposed Statement of Work**

The following Statement of Work was based on several recent RFP's and U.S. metropolitan area household survey reports. Vendors are encouraged, however, to submit innovative proposals using the latest proven travel survey approaches that will conform to project requirements and produce the intended outcomes. These approaches should be based on the vendor's documented experience in performing household travel surveys, calibrating travel models, or preparing "New Starts" applications.

The overall objective of this project is to obtain accurate information concerning household travel in the Indianapolis metropolitan area that can be used to calibrate the IMPO regional travel demand model. We expect proposals from qualified survey consultants who will recruit and obtain the participation of enough households to meet this requirement.

Contract and project management procedures for consultant projects administered by the IMPO, including invoicing, quality control, progress reporting and the format of deliverables, are available in the IMPO's Policies and Procedures Manual, which may be found at:

[www.indympo.org/NR/rdonlyres/B6FDF517-8C2D-4821-8E64-D695FDC8C15C/0/MPOPolicyandProcedureManual2006.pdf](http://www.indympo.org/NR/rdonlyres/B6FDF517-8C2D-4821-8E64-D695FDC8C15C/0/MPOPolicyandProcedureManual2006.pdf)

The adverse effects of non-response bias and the misreporting of daily travel behavior in traditional Random Digit Dialing (RDD) telephone-based travel surveys are a major concern of the IMPO. Proposals to accomplish the work described in the following surveys should include detailed descriptions of how non-response bias will be addressed and how quality control will be maintained during data collection. The selected firm will be held responsible for providing sufficient, clean, useable, and accurate data for use in determining travel parameters.

The IMPO expects that the successful proposal will include a full pre-test of the proposed survey methodology. The final survey will be based on those tested procedures.

The Project Manager and other IMPO staff will work closely with the selected firm to ensure that all survey procedures and protocols are being correctly carried out and to ensure overall quality control

**Task A1. Finalize Consultant Work Plan and Schedule**

In this task, the details of the consultant work plan and schedule will be reviewed with the Project Manager and finalized. The proposals submitted in response to this RFP shall identify tasks, due dates, and consultant personnel commitments in sufficient detail to permit the IMPO to fully understand the intentions and activities of the consultant. This information will be used as the basis of the scope of work and schedule to be incorporated as an appendix into the consultant contract.

**PRODUCT:** Detailed Consultant Work Plan and Schedule Task

**A2. Proposed Survey Design**

Funding for a large-sample household travel survey for the metropolitan Indianapolis region has been included in Indianapolis MPO Unified Planning Work Program budgets for FY 2008. Key features of the expected design for this survey are as follows:

- We expect that approximately 5,000 households will be interviewed to obtain detailed information on the socio-economic characteristics and weekday travel behavior of all persons residing in households in the region.
- We expect the respondent to propose a sampling frame that will permit differential sampling rates by land use area types within large suburban jurisdictions and to mitigate sample coverage bias that results from the exclusion of households without land line telephones in traditional Random Digit Dialing (RDD)-based travel surveys.
- We expect that the sample of households to be surveyed will be stratified primarily by trip type. The Indianapolis Regional Travel Demand Model uses 9 trip types; four (4) work-based trip types, four (4) home-based trips (university, school, shopping, and "other") and one (1) non-home based
- Basic household, person and vehicle data will be obtained for all households recruited to participate in this survey.
- Detailed information on daily travel behavior, including all trips made, places visited and activities carried out at home and at other places, will be obtained for a specified 24-hour weekday period for all persons in the household.
- A GPS household vehicle tracking component for a sub-sample of surveyed households will be used to develop an estimate of the level and magnitude of misreported auto travel in the travel day interview component of the main household travel survey. This use of GPS will be tested in the pre-survey.
- GPS data may also be used to assist in follow-up procedures to address survey non-response issues.

- The household survey interviews will be conducted over an 8 to 10 month period with an approximately equal number of interviews each month spread out evenly among the weekdays in the month.
- A data collection strategy that permits household recruitment and travel day information retrieval by mail, telephone, Internet and in-person contacts, but also maintains overall consistency and quality in the key data items collected by the different methods.

In this task, consultant suggested survey design recommendations will be reviewed with the Project Manager before being finalized.

**PRODUCT:** Memorandum on Survey Design

**Task A3. Develop Survey Sample Frame and Sample for Survey Pre-Test**

In this task the consultant will develop the survey sampling frame and sample for the survey pre-test. The sample of selected households for this pre-test must be of a sufficient size to yield 300 completed household interviews, where a completed household interview is defined as an interviewed household for which completed travel day information reports have been obtained for at least 50% of the household members.

Proposals submitted in response to this RFP shall clearly describe the data sources to be used in developing the survey sample frame and the manner in which household sample for the pre-test will be selected and drawn.

**PRODUCT:** Survey Sample Frame and Pre-Test Sample of Households

**Task A4. Develop Survey Interviewing Plan and Materials for Survey Pre-Test**

In this task the consultant will develop the multi-method data collection strategy to be used in the conduct of the survey pre-test and prepare all survey materials required to implement this strategy. This multi-method data collection strategy should enable household recruitment and survey participation by a variety of means. Regardless of the specific data collection method used to obtain the requested household, person, vehicle, trip and activity data (e.g. by mail, telephone, Internet, or in-person), it is important that overall consistency and quality be maintained for key data items collected by different methods.

Data items proposed for collection in this survey are:

Household Data:

- Home Address
- Household Size
- Matrix of Household Members
- Household Income
- Number of Vehicles
- Number of Bicycles
- Housing Type
- Housing Tenure (Own/Rent)
- Year Moved into Current Residence
- Re-Contact Information

Vehicle Data:

- Vehicle Type
- Vehicle Make
- Vehicle Model

- Vehicle Year
- Fuel Type
- Main User of Vehicle

Person Data:

- Year of Birth (Age)
- Gender
- Race
- Drivers License
- Employment Status
- Class of Worker (Private/Federal/State-Local/Self-Employed)
- Occupation
- Number of Paid Jobs
- Hours Worked Last Week at Each Job
- Flexible Working Hours/Alternate Work Schedule
- Eligibility to Telecommute/Frequency of Telecommuting
- Employer NAICS Code (12 Digit)
- Receive Employer Transportation Benefits/Type of Benefit
- Mobility Limiting Disability
- Primary Work Location
- Number of Years Worked at this Location
- Usual Means of Commuting to Work Last Week
- School/College Enrollment Status
- School/College Address
- Number of Days attended School/College Classes Last Week
- Secured Bicycle Parking Facility at School/Work Location
- Number of Days used Bicycle Last Week
- Use of Off-Road/On-Road Trails for Majority of Bike Trips

Trip/Activity Data:

- Place/Location
- Starting Time
- Ending Time
- Trip Purpose or Activity (approximately 9 detailed categories)
- Means of Travel/Mode Sequence (approximately 9 detailed categories)
- Transit Fare/Type of Fare/Discount
- Vehicle Occupancy (Total and # of household members)
- Household Vehicle Used
- Use of HOV Lanes
- Tolls Paid
- Parking Cost/Payer of Parking Cost
- Location of Parking

The consultant will also be responsible for geocoding the location and place data collected in the survey pre-test to the Indiana East State Plane Coordinate System (NAD83, U.S.

In addition, the consultant shall prepare all survey materials and in both English and Spanish and have the capability of conducting the household interviewing in either language in response to the preference expressed by individual households participating in this survey.

Proposals submitted in response to this RFP shall clearly describe the proposed multi-method data collection strategy, survey materials and quality control procedures to be used in the collection of the above types of data. The submitted proposal should also include any suggested refinements in the list of data items to be collected and describe the procedures to be used to geocode the collected location data to Indiana East State Plane Coordinate System (NAD83, U.S. feet). Further, the consultant will be responsible for all preparation, printing, and mailing of survey materials and these costs should be included in cost estimates for both the survey pre-test and the main survey.

**PRODUCT:** Survey Interview Plan and Survey Materials



**Task A5. Conduct Survey Pre-Test**

After approval of the survey procedures and materials by the Project Manager, the consultant will conduct a full pre-test of all aspects of the planned household travel survey for the IMPO modeled area. This pre-test is to be of sufficient size to yield 300 completed household interviews using the target allocations described in Task A3. In addition, this pre-test will include a GPS household vehicle tracking component (up to 3 vehicles per household) for a 75 household sub-sample of the 200 pre-test households. The results of this GPS household vehicle tracking sub-sample are to be used to develop an estimate of the level and magnitude of misreported auto travel in the travel day interview component of the survey.

This pre-test will also include a follow-up survey of non-responding households who were sampled in the pre-test, but did not respond to the request to participate in the survey or, after initially agreeing to participate, did not fully complete the household/person/travel day interviews. The results of the non-response follow-up survey are to provide insight on the reasons for survey non-participation and likely effects of this non-response on overall travel survey results.

Proposals submitted in response to this RFP shall clearly describe where, when and how the household interviewing for the survey pre-test is to be conducted. In addition, the consultant response to this task shall specifically describe the following:

- Interviewer selection and training procedures;
- How non-English speaking households will be handled;
- How household requests to be contacted in specified ways and at specific times will be handled.
- How household call backs and re-contacts will be handled;
- Under what conditions will proxy interviews be considered acceptable;
- The techniques that will be used to encourage reluctant households to participate;
- How the data collected will be checked, edited and validated;
- How missing data items will be handled;
- How the GPS household vehicle tracking component will be handled;
- How the non-respondent follow-up survey will be handled; and
- The survey management and quality control procedures that will be used.

The consultant RFP response is to include a 75 household GPS vehicle tracking sub-sample and the non-responding household follow-up survey.

**PRODUCT:** Survey Pre-Test

**Task A6. Evaluate Survey Pre-Test Results**

In this task the consultant will provide the Project Manager with (1) all edited, geocoded survey data files from the survey pre-test, (2) the file descriptions and other documentation for these survey data files, and (3) a short report summarizing the major results of the survey pre-test. This short report shall include lessons learned from the pretest and include any refinements and revisions to survey methods, material and procedures recommended for the main household travel survey, the GPS tracking sub-sample, and the non-respondent follow-up survey. This report shall all also include an updated estimate of the cost per household to conduct the main household travel survey.

**PRODUCT:** Pre-Test Survey Data Files and Report

**Task A7. Refine Survey Methods, Materials and Procedures for Main Survey**  
The consultant will review the results of the pre-test with the Project Manager and recommend any final revisions to the survey methods, materials and procedures for the main survey. After the Project Manager's approval of any of these recommended revisions, the consultant will make the agreed-upon changes to the survey methods, materials and procedures.

**PRODUCT:** Revisions to Survey Methods, Materials and Procedures Task

## **A8. Conduct Main Survey**

In this task the consultant will: (1) select the sample of households for the main survey; (2) interview the households selected using the revised survey methods, material and procedures; (3) check, edit, geocode and validate the household, person, vehicle, trip/activity data collected; (4) conduct the GPS household vehicle tracking component of the survey and (5) conduct the non-respondent follow-up survey.

The target number of completed household interviews to be conducted will not be exactly known until the results of the survey pre-test have been evaluated and the final sample design is accepted, but this number is expected to be approximately 5,000 households. Any household selected in the survey pre-test sample shall not be eligible to be surveyed in the main survey.

Proposals submitted in response to this RFP should estimate costs for this task based on 5,000 completed household interviews, where a completed household interview is defined as an interviewed household for which completed travel day information reports have been obtained for at least 50% of the household members.

The exact target allocations by jurisdiction and area type will be determined based on the results of the survey pre-test and the survey data collection budget. Additionally, local jurisdictions shall have the opportunity to purchase additional samples for their jurisdiction based on the estimated cost per household from the survey pre-test results.

We currently expect proposals for a 75 household GPS vehicle tracking sub-sample and a 250 nonresponding household follow-up survey. Again, the exact number of GPS household sub samples and the number non-respondent follow-up survey interviews will depend on the results of the pre-test and the available total data collection budget.

The consultant will provide the Project Manager with timely progress reports on survey activities and interim deliveries of edited, geocoded household, person, vehicle, trip/activity survey data files. The consultant will propose best-practice reporting and delivery time intervals.

**PRODUCT:** Conduct of Main Survey, GPS Vehicle Sub-sample, Non-Respondent and Follow-up Survey; Progress Reports and Delivery of Interim Survey Data Files

## **Task A9. Prepare Final Survey Report and Data Files**

Within 60-days of the completion of the household interviewing, the consultant will provide the Project Manager with a draft final report documenting the results of the survey interviewing and the technical methods used to collect and process the survey data. This report will also include the results of the GPS household vehicle tracking component and the non-respondent follow-up survey.

The consultant shall also deliver with the draft final report (1) the final, edited, geocoded household, person, vehicle, trip/activity survey data files; (2) the final GPS household vehicle tracking data files; (3) the final data file for non-respondent follow-up survey; and (4) all associated technical documentation for these data files.

The final household survey data file shall also include an initial household expansion weight developed by the consultant for each completed household in the final survey data file. This weight shall be based on each completed household's probability of selection and be used to initially expand the survey data to jurisdictional household and population totals.

Indianapolis staff will assume responsibility for developing final household, person and trip data weighting factors based on the initial household expansion weights and a further analysis of survey non-response and other bias factors that could affect the final weighting of the survey data. The consultant RFP response to this task should briefly describe the data sources and procedures to be used to develop the initial household expansion weights

Indianapolis MPO shall have 30-days to review and comment on the consultant draft final report. Upon receipt of Indianapolis MPO comments, the consultant will have 15-days to respond to these comments and make any necessary changes to the final survey report.

# **Attachment A: Map of the 9-County, Indianapolis Regional Travel Survey Area**

